DOCUMENT RESUME

ED 102 645 EA 006 746

TITLE	Principal's Advisory Council: Organizational Guidelines. Revised, September, 1973.
INSTITUTION	Los Gatos Union School District, Calif.
PUB DATE	Sep 73
NOTE	5p.
EDRS PRICE	MF-$0.76 HC-$1.58 PLUS POSTAGE
DESCRIPTORS	*Advisory Committees; *Guidelines; Organizational Development; Parent Participation; *Principals; *School Administration; Secondary Education; Student Participation
IDENTIFIERS	California; Los Gatos Union School District

ABSTRACT

Guidelines for a secondary school principal's advisory council are presented. The organizational guidelines describe council membership, responsibilities, and procedures. (DW)

Revised September, 1973

LOS GATOS JOINT UNION HIGH SCHOOL DISTRICT
SARATOGA HIGH SCHOOL

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

PRINCIPAL'S ADVISORY COUNCIL
Organizational Guidelines

ED102645

A- MEMBERSHIP:

1. The Principal's Advisory Council will be composed of the following members: (35)

   a. An elected teacher representing each of the following departments: (14)

Art	Music
Business	Boys' Physical Education
English	Girls' Physical Education
Foreign Language	Science
Homemaking	Social Studies
Industrial Arts	Special Education
Mathematics	Guidance

   b. An elected representative of the administrative team (1)

   c. One student elected from each of the four classes (4)

   d. The Student Body President (1)

   e. The four class presidents (4)

   f. Six students at large appointed by the other 9 student members of PAC. These members may not be members of the Student Council (6)

   g. Five parents appointed by the PTSA executive board (5)

2. The principal will serve as chairman of the PAC.

3. Any member of the PAC who misses two consecutive meetings or a total of four meetings without representation, shall be removed from the PAC and the group that member representatives will be notified by the attendance officer that a vacancy exists and will be asked to appoint a replacement.

B- RESPONSIBILITIES AND PROCEDURES:

EA 006 746

1. At the beginning of each school year, the Council will establish its own procedural rules and regulations.

2. The Principal's Advisory Council will serve as a forum for the discussion of any policy or program of the school that is of general concern to the faculty and/or students. Items for discussion may be placed on the agenda by the

principal or by any Council member. Referrals to the PAC may also come from the Student Council, the faculty, or any recognized and sanctioned group within the school. All proposals for major curriculum changes must be submitted to the PAC before they are recommended to the administration for implementation.

3. Recommendations by the PAC on policy matters will require action at two successive meetings. Changes in the proposed policy may be made at the time of the second reading, providing such changes receive approval of two-thirds of the members present at the meeting. The requirement to have two readings of policy recommendations may be waived in an emergency, provided two-thirds, but not less than 18, of the members present approve such a waiver.

   Prior to the second reading of a proposed policy, the Student Body President shall announce all second readings on the daily bulletin at the time the meeting of the PAC is announced.

4. In general, the PAC will serve as the decision-making body for the school. Faculty members may request that a decision of the Council be reviewed by presenting a written request with the signature of ten (10) faculty members who are not members of the Principal's Advisory Council. The Council will then reconsider the action and will either reaffirm its original decision or modify it to satisfy the objections of the petitioning faculty members. The same procedure would be followed upon the receipt of a written request signed by ten (10) members of the PAC or by a written request from the Executive Board of the PTSA.

   At the time the decision is to be reviewed, at least one of those who signed the review request shall be in attendance to present and discuss the request with the PAC. If none of those requesting review is in attendance, there shall be no review.

5. Decisions of the Principal's Advisory Council are of an advisory nature only, but whenever the principal does not accept a decision, he shall write a statement to the Council, explaining his reasons for rejecting the PAC action. Whenever possible, he will propose alternative action for consideration by the PAC.

6. The Principal's Advisory Council will have two regular meetings each month. Additional meetings will be scheduled whenever a majority of the Council members request such a meeting, or when the principal determines that such a meeting is necessary. All meetings will be open to all faculty members, students and parents.

C- PROCEDURES FOR CONDUCT OF MEETINGS:

1. Unless otherwise stated in these guidelines, all meetings will be conducted according to ROBERTS RULES OF ORDER.

2. A quorum to conduct meetings shall consist of eighteen (18) voting members.

3. All actions of the PAC shall require a majority vote of those present, except where otherwise stated in those guidelines or in procedural matters which shall follow ROBERTS RULES OF ORDER.

4. Only officially designated members of the PAC may vote on matters coming before the PAC. The principal may participate in discussions, but may not cast a vote.

5. If a member finds it necessary to be absent from PAC meetings for extended period of time, he may ask that a substitute be appointed for the period of his absence and that the substitute be given the privilege of voting. Approval of voting substitutes will be made by a majority of the PAC and such approval will be for a specific person and for a specific period of time. Substitutes will not be approved for absences from a single meeting.

6. Extended discussion on any topic will be permitted only under the following conditions:

   a) When a formal motion has been made and seconded. Parliamentary rules of procedure will apply once the motion has been made.

   b) When a formal written proposal has been presented to the PAC for consideration. Discussion on written proposals may continue without a motion unless a majority of the PAC members present vote to cease discussion.

   If neither of these conditions exists, discussion on any topic may proceed for no more than fifteen minutes. At the end of fifteen minutes, continuation of discussion on the topic at hand will be permitted only if a motion to continue discussion is made, seconded, and carried by a two-thirds majority of those present, or if a written proposal is presented for discussion. This limitation applies only to the current meeting. The topic may be revived at another meeting with the same limitations on discussion.

7. Meetings scheduled for 2:45 p.m. must end at 4:30 p.m. Extension of time beyond 4:30 p.m. requires the unanimous consent of those present. Meetings scheduled for times other than 2:45 p.m. must have a definite beginning and ending time. Extension beyond the ending time requires unanimous consent of those present.

8. Only members, approved substitutes, or people invited to participate in the discussion may sit at the official meeting table. Guests and observers are asked to sit in the observer's area, but they may take part in discussion by receiving recognition from the chairman. The chairman has the right to limit discussion by observers when in his opinion adequate opportunity for such discussion has been granted all in attendance.

9. A secretary and other officers as needed for the PAC will be appointed by the principal.

10. Minutes of each meeting shall contain a record of the number of members present, the names of members absent, the names of members making and seconding motions, the motion, and the results of the vote on each motion. When voting is by show of hands, the number of ayes and nays shall be recorded.

    Minutes shall be distributed to PAC members, department chairmen (2 copies), and district and building administrators; and will be posted on student and faculty bulletin boards. Department chairmen are to post a copy of the minutes in the department office.

11. The principal shall prepare the agenda for all PAC meetings using the following guidelines:

    a. The person proposing an agenda item shall be responsible for providing a brief explanation which will be included with the agenda.

    b. All items referred to PAC will be placed on a master agenda in the order in which they are received. This order will be used in preparing each meeting agenda. Items taken out of sequence for a specific meeting will take their new position on the master agenda.

    c. If, in the opinion of the principal, an agenda item must be discussed at a specific meeting because of time requirements, such item will be placed on the meeting agenda in an early position.

    d. The second reading of proposed policies will precede the discussion of new business or topics continued from previous meetings.

    e. During the meetings, the meeting agenda will be followed in sequence unless a majority of PAC members vote to change the order of the agenda items.

12. Changes in the procedure for conduct of meetings will require approval by a two-thirds majority of those present.